Process	*Year End Processing – GENERAL PROCEDURES – AGENCY*
Process Number	*PO – 044* *Revised 3/24/05*

Description of Process

This process describes general procedures to be used during the year-end processing period. This includes the month of June and the first few days of July before the fiscal period close is done. **As of FY2005, both the July and June accounting periods will be open between 7/1 and the June close. See instructions contained in this document to assure encumbrance and pre-encumbrances are posted to the proper fiscal year and accounting period.**

Input to Process

Purchasing Transactions: Create PO, Change PO, Create Requisition

Create Purchase Orders and Requisitions: **The Accounting Date on the PO/Req Header panel controls the fiscal period in which the encumbrance/pre-encumbrance posts (see panel shots below)**. All Purchase Orders/Requisitions for the current budget year must have an Accounting Date of 6/30 or earlier. All Purchase Orders/Requisitions for the subsequent year must have an Accounting Date of 7/1 or later. (See the 0PO087 & 0PO089 queries described below to monitor for the misuse of Accounting Date and Budget Year). Correct either the budget year (at the distribution level) or the Accounting Date (on the PO/Req Header) so that they are not contradictory. If not budget checked, just change the incorrect values and save. If already budget checked and the distribution budget year is incorrect, the distribution must be canceled and another one inserted containing the correct budget year.

PO/Requisition distributions referencing the subsequent budget year should not be mixed with current or earlier budget year distributions on a single PO/Requisition until after the close of the June fiscal period. (See the 0PO099 and 0PO090 queries described below to monitor for mixed budget years on single transactions). If not budget checked, just delete the subsequent year distributions and either put on a separate PO or wait until after the June close to re-add to the same PO. If already budget checked, the distribution must be canceled and put on a separate PO or wait until after the June close to re-add to the same PO.

Create PO Change Orders: In addition to not mixing budget years, the accounting date must be verified before saving the changed PO. The system will error with the following message if the accounting date is not in the range of open accounting periods:

The Accounting Date is out of range. From Period/Year=12/2005; To Period/Year=1/2006

The accounting date for Change Orders processed between 7/1 and the June close must therefore be either a June or July date. For change orders to current budget year Purchase Orders, always use an Accounting date of 6/30 or earlier. For change orders to subsequent budget year Purchase Orders, always use an Accounting date of July 1 or later.

Output of Process

Approved and Valid Current and Subsequent Year Purchase Orders and Requisitions

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Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Create PO's	Manage Purchase Orders
Create Requisitions	Requisition Items
PO Queries	Query Panel
Requisition Queries	"

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Process Description	Responsibility (Agency/Centralized)

	Agency Fiscal Management Team

The following queries related to Purchase Order encumbrances should be monitored closely during the year end period:

- 0PO001_BCM Errors – This query lists PO's with budget checking errors. These should all be cleared up for current year PO's before the year-end close date. Error conditions should be corrected so that the PO's pass BCM or the PO's must be canceled.

- 0PO040_PO's Current Yr No BCM – This query may overlap the above, but lists all current year PO's that do not have a "Valid" Budget Checking status. All current year PO's must have a "Valid" status by the year end close date or be canceled.

- 0PO013/0PO013GL_Outstand Encumb by BU – These queries lists all PO's with outstanding encumbrances. Current year PO's should be reviewed to assure that the encumbrance is still needed. If not, action should be taken to relieve the encumbrance. This can be done by several means:

  Process change orders to reduce the PO amount by the amount of the remaining encumbrance.

  Cancel the PO from PO Workbench. This will adjust the encumbrance to match what has been liquidated.

  Use the "Final Reference" field on the PO Voucher for each distribution on the PO. This should cause the system to "close" the PO and return the remaining encumbrance to the budget.

If all of the above fails, call the Help Desk at 404/657-3956 for assistance.

Beginning with the FY05 fiscal year end, two accounting periods (June and July) will be open from 7/1 until 7/15 (or the June close date specified for that year). The following queries can be used to assure that the encumbrances post to the correct accounting period.

- 0PO087_POs_w_Dates_Out_of_Sync – This query lists PO's where the budget year used on the line distribution contradicts the Accounting Date on the PO Header. **Run this query daily to assure that all current year PO's have an "Accounting Date" on the PO Header of 06/30 or earlier and all subsequent year PO's have an "Accounting Date" of 07/1 or later**. (See panel shot below)

- 0PO088_POs_w_Multiple_BYs – This query lists PO's that contains distributions using both the subsequent budget year and the current budget year. *Do not mix budget years on the same PO prior to the close of period 12. Run this query daily to assure that this does not occur.* A program is run each night that sets the Accounting Date to either 6/30 or 7/1 based upon the budget year being used. If both are being used on the same PO, the system will not be able to determine the proper date.

State Accounting Office

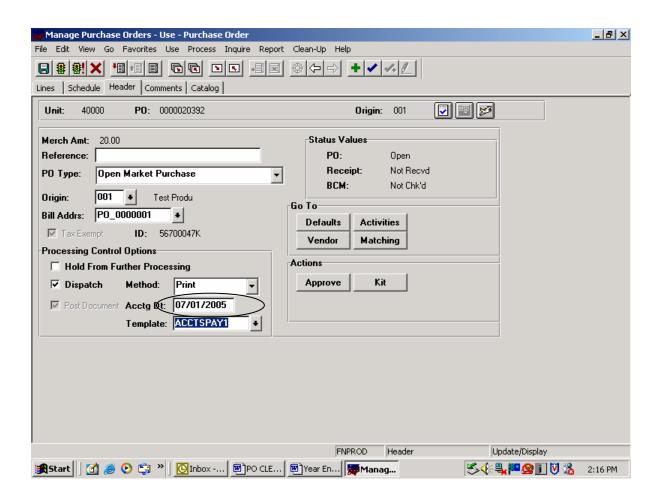|	
The following queries related to Requisition pre-encumbrances should be monitored closely during the year end period:	Agency Fiscal Management Team
• 0PO017_Outstnd_Pre_Encum_by_BU: This query lists all requisitions with outstanding pre-encumbrances. All requisitions for the current year that will not be awarded by the year-end close date must be canceled. PO's awarded from current year requisitions must be budget checked prior to the year-end close date in order to reverse the requisition pre-encumbrances.	
• 0PO017B_Outstnd_Pre_Encumb_GL: Same as above but goes against the general ledger rather than the budget ledger. This will include requisitions with non-expense accounts or using non-controlled funds, that would not be included in the query above.	
• 0PO041_Reqs_Current_Yr_No_BCM: This query lists only current year requisitions that have not been budget checked. These requisitions must either be budget checked in time to assure that "State Purchasing" can award before June 30th **or** the budget year and Accounting date changed to the subsequent year **or** be canceled.	
• For subsequent year requisition, include a header comment that reads: FOR FY XXXX (appropriate subsequent year)	
Beginning with the FY05 fiscal year end, two accounting periods (June and July) will be open from 7/1 until 7/15 (or the June close date specified for that year). The following queries can be used to assure that the encumbrances post to the correct accounting period.	
• 0PO089_ REQs_w_Date_Out_of_Sync - This query lists PO's where the budget year used on the line distribution contradicts the Accounting Date on the REQ Header. **Run this query daily to assure that all current year Requisitions have an "Accounting Date" on the Requisition Header of 06/30 or earlier and all subsequent year Requisitions have an "Accounting Date" of 07/01.** (See panel shot below)	
• 0PO090_REQs_w_Multiple_BYs – This query lists Requisitions that contains distributions using both the subsequent budget year and the current budget year. **Do not mix budget years on the same Requisition prior to the close of period 12. Run this query daily to assure that this does not occur.** A program is run each night that sets the Accounting Date to either 6/30 or 7/1 based upon the budget year being used. If both are being used on the same Requisition, the system will not be able to determine the proper date.	

Forms Used with Process (#)

**Attach sample form(s)

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PO Header Panel:

Req Header Panel: